

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE  
EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS  
INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC  
SERVANTS.

# SUPERVISING DEPUTY STATE PUBLIC DEFENDER

State of California  
Office of the State Public Defender  
Testing Unit  
801 K Street, Suite 1100  
Sacramento, CA 95814  
(916) 322-2676

### OPEN SPOT EXAMINATION

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

### SPOT EXAM

SAN FRANCISCO 10193VI

FINAL FILING DATE: JUNE 20, 2003

### HOW TO APPLY

Applications are available and may be filed in person or by mail with:

Office of the State Public Defender  
Testing Unit  
801 K Street, Suite 1100  
Sacramento, CA 95814

### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

Application (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE: \$7268 - 8972

### ELIGIBLE LIST INFORMATION

A resulting eligible list will be used to fill vacancies in San Francisco only. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION  
Note: All applicants must meet the entrance requirements for examination by the final filing date.

All candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)  
NOTE: APPLICANTS MUST SHOW THEIR CALIFORNIA STATE BAR MEMBERSHIP NUMBER, THE DATE ADMITTED TO THE STATE BAR AND EXPIRATION DATE ON THEIR APPLICATION.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties of a class comparable in type and level of responsibility to that described to that described in "Pattern I".

Primary consideration will be given to experience in the practice of criminal law.

### Either I

In the California state service, two years of experience in the Office of the State Public Defender performing legal duties\* in a class comparable in level of responsibility to that of Deputy State Public Defender, Range C. (Applicants who are within six months of satisfying the required experience will be admitted to the examination but must complete two years of required experience before they will be eligible for appointment.)

### Or II

Eight years of experience in the practice of law\* in a governmental jurisdiction or in private practice, including five years of experience in criminal law (two years of this experience must be comparable in level and type of responsibility to Deputy State Public Defender, Range C, in any combination of (1) practice before trial or appellate courts, or (2) research and writing opinions for appellate courts). This must include at least three years of experience supervising a group of attorneys.

\* "Experience in the practice of law" or "performing legal duties" is defined as only that experience acquired after admission to The Bar.

### THE POSITION

A Supervising Deputy State Public Defender supervises the activities of a group of subordinate attorneys who perform a wide variety of legal work for the Office of the State Public Defender. This includes planning and controlling work activities and evaluating work performance; informing and instructing staff of pertinent legal and administrative procedures, policies and developments; making decisions concerning personnel related matters; provide support, consultation and assistance to executive management. Position exist with the Office of the State Public Defender in San Francisco.

### EXAMINATION INFORMATION

SUPPLEMENTAL APPLICATION - WEIGHTED 100%  
Scope: The entire exam will consist of an evaluation of the quality and breadth of experience shown on the State application and resume, as well as the quality and demonstrated expertise reflected in the candidate's writing samples.

All Supervising Deputy State Public Defender candidates are required to submit:

- a cover letter
- a resume
- two writing samples
- a State Application for examination ( STD 678)

All of these documents must be received in order to compete in the examination.

It is very important to read the following information with regards to the documents that are required to be submitted. Your total score will be determined by the information you submit. Half of the score (50%) will be determined from the application/resume and the other half (50%) will be determined from the writing sample.

(... scope of exam is continued on the back side ...)

### SEE REVERSE SIDE FOR MORE INFORMATION

EXAMINATION INFORMATION (continued ...)

**State Application and/or Resume** must include the type of law practiced with each employer. If you practiced more than one type of law with an employer, please state the percentage of time spent in each area of law with that employer. Please break down your experience (and percentage of time) into the following areas of law practice: Capital appeals, non-capital homicide appeals, regular felony appeals, civil appeals, capital trials, non-capital homicide trials, felony trials, criminal writs, and civil trials (specify subject matter).

In addition, your application/resume must include a detailed summary of those positions that were in a supervisory capacity. Indicate the length of time that you were a supervisor (with each employer), whether a full-time or part-time supervisor, the number and level of employees supervised, and supervisory duties performed.

**\* One writing sample:** Submit the most factually and legally complex brief or pleading that you have filed and in which you were the principal author. Other legal writing samples (i.e. academic or expository) will also be accepted.

**\* The additional writing sample**, no more than 5 pages in length, must demonstrate your knowledge and ability regarding supervision. This document may cover areas such as, but not limited to: employee training & development; organization & delegation of assignments; leadership and good staff working relationships; implementation and understanding of affirmative action & equal employment opportunities. Supervisory writing samples that exceed 5 pages in length will not be accepted.

- The Supervising Deputy State Public Defender must have :
- A. Knowledge of:
1. Legal principles and their application to criminal cases and appellate proceedings.
  2. Scope and character of California statutory law and provisions of the California Constitution and the United States Constitution.
  3. Legal research methods.
  4. Rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States.
  5. Principles of effective supervision and training.
  6. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

- B. Ability to:
1. Prepare, present, and handle difficult and complex legal cases.
  2. Perform research and investigations.
  3. Analyze difficult and complex legal problems and apply legal principles and precedents to particular sets of facts.
  4. Present statements of fact, law, and argument clearly and logically in written and oral form.
  5. Analyze transcripts and judicial decisions.
  6. Supervise the work of others; direct the work of clerical and professional assistants.

To obtain a position on the eligible list, a minimum rating of 70% must be attained.

**VETERANS PREFERENCE CREDIT** will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

Applications are available at the State Personnel Board office or their web site ([www.spb.ca.gov](http://www.spb.ca.gov)), local offices of the Employment Development Department and the Office of the State Public Defender.  
For an examination without a written feature it is the candidate's responsibility to contact the Testing Unit in Sacramento, (916) 322-2676 six weeks after filing if he/she has not received a progress notice.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the Office of the State Public Defender.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of the State Public Defender reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and San Francisco. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire after a period of one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations.

OFFICE OF THE STATE PUBLIC DEFENDER

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California Relay (Telephone) Service for  
the Deaf or Hearing Impaired:  
From TDD Phones 1-800-735-2929  
From Voice Phones 1-800-735-2922